



COMDTINST 1550.16

COMMANDANT INSTRUCTION 1550.16

Subj: Coast Guard Institute Training Videotape Library

Ref: (a) Commandant Instruction 1550.9 series

1. PURPOSE. This Instruction describes the availability of unclassified training or job-related videotapes at the Coast Guard Institute that Coast Guard units can use as supplements to their existing unit training programs. It establishes guidelines and procedures for requesting and duplicating videotapes, and adding to the Institute's library.
2. DISCUSSION. The Coast Guard Institute has established a VHS videotape library on training and job-related topics. The Institute will distribute requested videotapes to the unit Educational Services Officer (ESO's), or point-of-contact designated by the unit commanding officer, as discussed below.
3. REQUESTING AND RETURNING VIDEOTAPES.
 - a. Most titles in the Institute's videotape library may be ordered by using Form CGI-2100 (rev. 8/89), Institute Request. The "course material only" block in item 10 (reason for submission) MUST be marked. Titles and synopses of available videotapes will be found in the current List of Correspondence Courses. Form CGI-2100 may be obtained from the address stated in para 3.b.
 - b. College Level Examination Program (CLEP) tapes and the copyrighted American Red Cross video "Standard First Aid" MUST be ordered by Rapidraft Letter. A mailing label addressed to the ordering unit MUST accompany the rapidraft. Registered mail and a DD-1149 will be used to transmit these tapes to and from the Institute. Send Rapidraft requests to:

3. b. (cont'd) Commanding Officer (pro-3)
USCG Institute
P.O. Substation 18
Oklahoma City, OK 73169-6999
(FTS) 747-4245/(405) 680-4245

4. RESPONSIBILITIES.

- a. The unit Educational Services Officer (ESO), or point-of-contact designated by the unit commanding officer, has the following responsibilities:
 - (1) REQUEST videotapes as outlined in paragraph 3.
 - (2) PREVIEW videotapes for applicability to the unit's needs.
 - (3) PROVIDE the Coast Guard Institute with a critique of each videotape on the form (enclosure (1)) provided with each videotape.
 - (4) ADVISE the Coast Guard Institute or Headquarters Program Managers about other Coast Guard, DOD, or commercially-produced videotapes that may be useful.
- b. The Coast Guard Institute has the following responsibilities:
 - (1) SOLICIT videotape input from program managers, and CG units including Headquarters, districts, and senior commands. PROCURE videotapes and obtain duplication permission. DUPLICATE videotapes requested by Headquarters Program Managers via Commandant (G-PRF). MAINTAIN unclassified videotape library.
 - (2) ISSUE and MAIL videotapes and unit critique forms (enclosure (1)). TRACK the return of loaned videotapes.
 - (3) PROVIDE a quarterly report that includes: The number of tapes by title that were issued; the number of critiques returned for each title; and a count of the yes and no responses for each critique item by title, to the appropriate Headquarters Program Manager via Commandant (G-PRF).

- 4. b. (4) UTILIZE the Corresponder and other media to update the units regarding available videotapes. Submit articles/updates for Commandant's Bulletin, and district, MLC, and program manager publications via Commandant (G-PRF).
- (5) MAINTAIN liaison with videotape sources such as the Federal Aviation Administration's Audiovisual Facility, the Defense Audio Visual Information Service (DAVIS), and the Navy's videotape sources.
- c. Commandant (G-PRF) has the following responsibilities:
 - (1) PROVIDE funding in support of those approved video initiatives that are not funded by program managers.
 - (2) PROMULGATE guidelines for requesting and duplicating available videotapes.
 - (3) COORDINATE the evaluation of existing videotapes with Headquarters Program Managers.
 - (4) IDENTIFY new videotape needs in up-front planning documentation including Acquisition Support Plans, Logistics Support Plans, and Resource Change Proposals (RCP's). COORDINATE the evaluation of topics suggested by program managers and the field for new videotapes. PROVIDE media selection assistance, in accordance with reference (a), to program managers when the development of new videotapes is being considered.
- d. Program Managers have the following responsibilities:
 - (1) REQUEST the Institute via Commandant (G-PRF) to add existing training or job-related videotapes to the Institute's library. FORWARD videotapes or videotape information including cost, manufacturer, and other pertinent information to Commandant (G-PRF).
 - (2) REQUEST the Institute via Commandant (G-PRF) to duplicate existing videotapes in accordance with enclosure (2).

4. d. (3) EVALUATE the usefulness of the existing videotapes based on unit critiques. FOLLOW-UP as needed on a unit's critique of videotapes.
- (4) REQUEST the Institute via Commandant (G-PRF) to remove outdated videotapes from the library and to recall them from the field.
5. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure that this Instruction is given the widest dissemination to commands under their cognizance.

K. M. BALLANTYNE
Acting Chief, Office of
Personnel and Training

- Encl: (1) Videotape Critique form
(2) Procedure for Requesting the Duplication of VHS Videotapes

VIDEOTAPE CRITIQUE

(To be completed by the unit Commanding Officer, Training Officer,
or ESO, and returned to the Coast Guard Institute)

1. Person completing this critique: name _____

rank/rate _____ unit _____ phone number _____

2. Name of videotape: _____

3. Was the content of the videotape accurate? yes no

4. Was the content of the videotape current? yes no

5. Was the content of the videotape understandable? yes no

6. Was the content of the videotape relevant to the job? yes no

7. Would you borrow the videotape again? yes no

8. Explain all "no" responses. yes no

9. Additional Comments. Include any benefits derived from viewing the videotape.

REQUESTING THE DUPLICATION OF VHS VIDEOTAPES

Send a memo or letter to Commandant (G-PRF) containing, at a minimum, the following information

1. Written permission from the copyright owner of the videotape giving the Coast Guard authorization to reproduce the videotape, number of copies permitted, cost, and any other pertinent information. Or provide the complete name, address, and phone number of the copyright owner of the videotape.
2. Length of the videotape.
3. Number of copies needed, and when they are needed.
4. Supply blank VHS tapes, or request they be provided.
5. Details on labeling the copies.
6. Where to mail the copies, and the original.
7. Enclose the original videotape.

